



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LIBRARIAN II-KDLA

Job Number: 20001054

Job Code: 50110V150416

Job Group: 5000 - LIBRARIES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as a supervisor and performs highly specialized professional library functions, OR, serves as a library consultant/technical advisor on a statewide basis and/or administers federal grants awarded to local sponsors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in Library Science.

EXPERIENCE:

Must have two years of professional library experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans, assigns and evaluates the work of employees. Provides for the orientation and training of employees. Supervises the delivery of library services and/or provides consultative services in areas such as reference, cataloging, circulation, audio-visual, government, documents, youth services, literacy and adult services. Designs, promotes and conducts workshops on a statewide basis. Performs complex and original cataloging, classification, and authority establishment for print and nonprint materials. Performs complex bibliographic searches on computerized databases. Performs comprehensive information services and provides technical assistance in specialized information areas. Plans and administers a federal grant program. Evaluates grant applications and provides assistance to grantees and monitors project progress. Analyzes library activities and services and prepares professional and administration reports. Interprets and enforces agency policy and procedures.

UNIQUE PHYSICAL REQUIREMENTS:

May be required to lift heavy boxes of books/records.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is an office/library.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.